

Parental Involvement Policy

Aim

Communications between family members and the Service are considered crucial for a child to reach their full development. Therefore, we aim to provide an environment where there is a strong emphasis on family/Service communication to allow consistency and continuity between the home and the Service environment. By encouraging family members to be involved in the service, we aim to provide a service that best meets the needs of our community.

Implementation

Parent Communication

Our Service aims to provide as many outlets as possible for family/service communication. These include:

- Face to face.
- A term newsletter which will be emailed.
- Emails and posters informing families of upcoming events.
- Informal meetings with parents and the opportunity to plan formal meetings if necessary.
- Request/Feedback suggestions to improve the service via short surveys by email or through the room feedback boxes
- Each family will be allocated a 'pocket' where private correspondence between educators, the nominated supervisor and the family can take place.
- For grievances please refer to the Grievances Policy

If necessary, educators have support and access to translation services to provide this information for non-English speaking families.

Parental and Family Involvement

- Families are welcome to visit at any time of the day.

- Families are encouraged to make suggestions and offer critique on our program, philosophy, policies, management and food menu.
- Families are encouraged to share aspects of their culture with the educators and children as well as appropriate experiences.
- Families are invited to participate in the service's daily routine by helping out with activities such as craft and special activities
- Parents are encouraged to join the Board at the AGM.
- Minutes of regular Board meetings will be kept available.
- The Social Inclusion Committee plans a program of formal and informal gatherings throughout the year
- Policies are sent to the parents on a monthly basis for review.

Parent Support

For those families undergoing different situation can seek assistance for the service, the service will offer support as appropriate. Our Service offers a parent library which provides resources and contact numbers for various support groups within the local community.

For families who use English as a second language, translated documents can be provided

Sources

National Quality Standard

Education and Care Services National Regulations

Review

The policy will be reviewed annually.

Reviewed: June 2018

Date for next review: June 2019